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**EXECUTIVE COMMITTEE MEETING**  
**Department of Workforce Services**  
**1385 South State Street, Salt Lake City, Utah**  
**Monthly Meeting Minutes**  
**Thursday, September 8, 2005**  
**12:00 p.m.**

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Presiding: Greg Diven, Chair

Present: Norm Fitzgerald, Commissioner Colleen Johnson, Paul Jackson,  
Karen Silver, Kerry Steadman

Absent:

Excused: Councilman Jim Bradley, Jennifer Carroll, Charles Daud, Edith Fauver,  
Linda Fife, Jill Merritt, Jon Pierpont, Steven Rosenberg, Kevin Schofield,  
M. Ali Wilkinson

Guests: Mike Richardson, DWS Director – Intergovernmental Relations, State  
Council and Communications

Staff: Leno Franco, Steve Leyba, Diane Lovell, Mary Peterson

**1. Welcome & Announcements**

Chairman Greg Diven called the meeting to order at 12:15 pm. He welcomed Steve Leyba who was filling in for Jon Pierpont who is away overseeing the region's Hurricane Relief Efforts at Camp Williams. Mr. Diven then announced that Mike Richardson, DWS Director of Intergovernmental Relations, State Council, and Communication would join the Committee later.

The Council of Councils Conference scheduled on October 13<sup>th</sup> and 14<sup>th</sup> at the Provo Marriott may be changed be a one-day event and be held on October 13 only. Greg Diven thanked those who had already signed up and encouraged others to do so. Two customers from Central Region have been selected to receive awards of recognition during the Conference plenary luncheon on the 13th. Mike Richardson will share more details about this event later on in the meeting.

Greg Diven was pleased to report that LaRay Brown, Human Services Regional Director for the Division of Child and Family Services is the designee to replace Robert Haywood on the Council. She fills a statutory seat on the Council and will join us at the September 22nd Council meeting. Two large business vacancies remain. Chairman Diven will follow up with Layton Construction for a potential member. Diane Lovell added that a potential nominee from Big-D Construction will not be able to fill one of the vacancies due to a long term out-of-state work assignment.

A general Job Fair will be held on September 22nd at Horizonte from 1:00 to 4:00 pm. In addition, Mr. Diven reported that a Job Fair for the evacuees from Hurricane Katrina will be held today at Camp Williams. He complimented Workforce Services for the excellent manner in which they have “stepped up to the plate” in the disaster relief effort and that others should pattern themselves after Central Region.

## **2. Regional Director’s Remarks**

Steve Leyba, Assistant Regional Director began his report with a FEP Participation and Worksite Learning update. He noted that Mary Pannunzio, West Valley Employment Center Manager, is heading a work group charged with developing strategies to increase the Region’s FEP participation rate to 50% by June 30, 2006. Mr. Leyba shared a handout illustrating participation statistics and provided a brief explanation regarding how participation rates are calculated and the recent increase in the weekly customer participation requirement from 32 hours to 34 hours. Quarterly targets have been set to help ensure the 50% is met. *(Clarification regarding variances in how participation hours are calculated will be provided at the September 22 Council meeting)*

The work group has developed a detailed FEP participation implementation plan that includes a “Survival Kit”. Regional Training for all case managers begins next week. Mr. Leyba also announced that the Worksite Learning Employer Focus Group, led by Laurel Morris, Manager of the Business Services Center, will meet on October 20<sup>th</sup> 2005. The following Council members volunteered to be part of this focus group: Greg Diven, Paul Jackson, Karen Silver, Kevin Schofield, Russ Thelin and Nancy Malecker.

Karen Silver noted that due to scheduling conflicts, she could not attend the Employer Focus Group meeting on October 20<sup>th</sup>. Greg Diven will ask for more volunteers at the next Central Region Council meeting.

Steve Leyba then provided an update on the department’s hurricane disaster relief efforts at Camp Williams. He shared materials about today’s DWS Job Fair being held at Camp Williams, including a list of 26 confirmed employers. Mr. Leyba also handed out cost of living and wage comparisons between Salt Lake City and New Orleans.

Mr. Leyba noted what a great opportunity it was to help with the relief effort and shared how he was personally affected. Since Saturday of last week, approximately 600 evacuees have arrived at Camp Williams. Jon Pierpont, Chris Love and John Nixon met together to discuss logistics and how services be orchestrated. They planned and developed coordination strategies that included the following: resources, space, a support system to provide access for customers to food stamps, diversion funds, unemployment insurance, employment information, housing information, social security needs and documentation, etc. Most of the site and service facilitation responsibility fell to DWS (Jon and his staff team) even though there were a number of other state and federal agencies involved in the relief effort.

IT support for 30 stations with computers, laptops, printers, etc. was set up and ready by last Saturday morning. At that time DWS staff began taking and processing applications, including the processing of *all* FEMA applications.

Diane Lovell commented that the evacuees she talked with expressed their gratitude for the amount of concern and care given them by the community. Several evacuees have expressed a desire to remain in Utah.

Commissioner Colleen Johnson shared that a warehouse in Tooele is full of truckloads of items collected for the evacuees, such as sheets, clothes, shoes, etc. - which cannot be accepted at this time. She asked that if anyone knew of any needs for these items to please contact her.

Kerry Steadman asked if the benefits given to the evacuees by DWS will be reimbursed by FEMA. Steve Leyba indicated that all costs dedicated to the relief effort are being tracked. Mr. Steadman also asked if the evacuees were given debit cards and Mr. Leyba responded that DWS provided evacuees with emergency food stamps and/or diversion funds on EBT (debit) cards. Mike Richardson noted that the President stated on a radio broadcast that all evacuees will be given \$2,000 on a debit card or by other means.

### **3. Executive Roundtable – Automotive Heavy Duty Technician Roundtable**

Greg Diven announced Construction Career Days to be held on September 27<sup>th</sup> through 29<sup>th</sup>. Family Night will be held on September 28<sup>th</sup> for students and their families. A handout with this information was provided.

Chairman Diven referred to a copy of the invitation to the September 27<sup>th</sup> Automotive Heavy Duty Technician Roundtable. He also discussed the outcomes and conclusions reached at an August 25<sup>th</sup> meeting with the Wasatch Front Consortium. The Consortium is made up of education administrators from area public schools, the ATC and SLCC. Industry employers attended the meeting and expressed their concerns. The following strategies were mutually recommended and agreed upon:

1. Improve the curriculum by having more industry involvement;
2. Encourage the Governor and Legislature to not only maintain but to expand the electives offered at the high school level that will expand the training in technical skills that leads to opportunities in the automotive/heavy duty tech industry;
3. Do a better job promoting the automotive/tech industry to high school students and their parents; and
4. Resolve the turf battles that exist within the education community and strive for a more integrated, universal curriculum for the automotive technician.

Immediately following today's meeting the Executive Roundtable will meet to finalize the agenda for the September 27<sup>th</sup> Roundtable. Greg noted that the Council should follow proper protocols as it works to stimulate discussion and to address identified issues. He remarked that Mike Richardson will share strategies about how the Council, working in partnership with DWS, the State Council, Education and Industry, should best proceed.

Greg Diven mentioned that the next targeted industry would probably be construction. With that in mind, he recommended members attend the Construction Career Days event to glean ideas and recommendations. Paul Jackson encouraged the committee members to visit the Construction Career Days website at [www.utah.usu.edu](http://www.utah.usu.edu) for more detailed information.

Chairman Diven turned to Mr. Richardson to discuss the department's legislative priorities for 2006 and to outline Roundtable Strategies.

#### **4. Legislative Priorities – Mike Richardson**

Mike Richardson began by asking for a dialogue discussion regarding legislative priorities and what the department is working on. He commended Central Region Council on its Roundtable initiatives and the manner in which the Council involved the Wasatch Front Consortium.

##### **Roundtable Strategies**

As background, Mr. Richardson stated that the department has adopted a targeted "industry sector" approach and is involved in getting our education partners fully engaged so that the process supports economic development and the Governor's goals. DWS is also working with State Council and its committees to build a strong agenda around how workforce development can reinforce and strengthen economic development. Patti Harrington, Superintendent of Public Instruction and Richard Kendell, Commissioner of Higher Education are both members of the State Council and are in a position to effect change at the state level. Mr. Richardson encouraged that industry issues be brought to the attention of the State Council for thoughtful review and action.

Mike Richardson then referred to WEEDA a State Council sub-committee formed to deal specifically with our education/economic development/workforce partnerships. He suggested the Automotive Roundtable concerns be placed on this committee's agenda as a means to raise the level of importance and to help initiate legislative action if necessary.

Mike Richardson then asked for questions and comments.

Karen Silver noted that we need to make sure employers treat the employees fairly and "stay in keeping" with rules and labor law.

Mr. Richardson indicated that DWS measures retention with employees and employers.

Paul Jackson indicated that he is thrilled to see the State Council and department's direction. He suggested the state needs to make a decision as to which industries will be our focus. He felt the workforce/economic development strategy should be to identify which of those industries we are going to address. Currently, it appears as if "everyone is trying to go after everything and we are fragmented."

Mr. Jackson then discussed an example of how industry-based curriculum isn't typically standardized at the high school and pre-university level. He went on to say that if there is

clarity with respect to economic strategies and industry focus, then it will be much easier to align with our education partners and keep everyone on the same page.

Mike Richardson replied that the department needs to select specifically targeted sectors and work with education to adjust the curriculum to meet industry needs.

Paul Jackson suggested that: 1) industries be identified; 2) industry then set the standards; and, 3) then request education to develop curriculum specific to industry standards.

Mike Richardson asked Paul Jackson if he would be willing to help with a presentation at the Council of Councils Conference. Mr. Jackson agreed to do so.

#### DWS Legislative Priorities

Mike Richardson then spoke regarding the following six priorities that have already been introduced to the State Legislature:

- EREP – new computer system to make management of customer information easier. Asking for \$4 million (one time) to add Medicaid to the old PACMIS system
- General Assistance – asking for several million
- Childcare – asking for approximately \$2 million.
- Food Stamp caseload – asking for state match money to draw on federal money
- Simplify reporting for Food Stamps
- Asking for Unemployment Insurance (UI) changes to provide for a 50% “offset” for persons receiving both UI benefits and social security.

Greg Diven asked Diane Lovell to prepare a list of the Legislative Priorities for distribution to the Council at its next meeting.

#### **5. Strategic Planning and Goal Prioritization**

Greg Diven thanked the committee and council members for their commitment and hard work in developing the Strategic Plan. After meeting with Jon Pierpont, Paul Jackson, Kerry Steadman and Diane Lovell, the #1 priority goal for the Council is FEP Participation and Worksite Learning. Jon Pierpont specifically requested the Council’s assistance with this goal. A revised copy of the Strategic Plan was made available and Greg noted that high priority goals have been highlighted in “rose”. Chairman Diven asked for the committee’s support and feedback.

Mr. Diven also noted that the group (Diven, Pierpont, Jackson, Steadman, Lovell) also discussed a number of other Council and department priorities such as the Council’s statutory role and performance reporting content and frequency. An excerpt from the Utah Code spelling out Council responsibilities and authority was included in each agenda packet.

#### **6. Meeting Calendar & Agenda structure**

Due to lack of time this agenda item was not discussed.

#### **7. Agenda Setting – September 22, 2005 Regional Council Meeting**

The following will be on the agenda for the September 22, 2005 Central Regional Council Meeting.

- Provider Applications
- Executive Roundtable Report
- Regional Director's Report
- Legislative Priorities – Mike Richardson
- Strategic Plan

Karen Silver remarked that Allan Ayoub had mentioned in several meetings that FEP customers should be tracked in terms of their training, job placement and job retention. Independently, Advocates have asked the department for information on tracking FEP customers to see what happens after they leave the Program. Ms. Silver will bring this issue up for discussion at the next Council meeting.

#### **8. Old Business**

There was no old business to report.

#### **9. New Business**

There was no new business.

Greg Diven adjourned the meeting at 1:30 pm.